

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MINUTES

BOILERPLATE:

MEETING DATE: June 13, 2005

PRESENT:

ABSENT:

X Kelly, Sandra Chair
X Price, Robert, Treasurer
☐ Wrobel, Jack, Secretary
X Daniel, David
X Adams, Elizabeth
X Fleckner, Marianne
X Rainville, Ellen Director
X Nolen, India Asst. Director

☐ Kelly, Sandra Chair
☐ Price, Robert, Treasurer
X Wrobel, Jack, Secretary
☐ Daniel, David
☐ Adams, Elizabeth
☐ Fleckner, Marianne
☐ Rainville, Ellen Director
☐ Nolen, India Asst. Director

I. CALL TO ORDER: 7:20 PM; _____ AM.

II. SIGNING OF WARRANTS: (See detail as handed out at meeting)

| <i>Trust Fund</i> | <i>Expenditures</i> | <i>Deposits</i> |
|--|---------------------|-----------------|
| Library Trustee Acct., #672 | \$368.46 | |
| All Purpose Trust Fund, #673 | \$110.00 | |
| Library Book Fund, #674 | \$1,034.00 | |
| Lecture Trust Fund, #675 | \$600.00 | |
| J. V. Fletcher Library Trust Acct., #676 | \$105.17 | \$596.00 |
| E.D.R. Cont. Educ. Trust Fund, #677 | \$124.05 | |

III. MINUTES: May 2, 2005 (Date)

A. Approved: Unanimous (Bob/Sandy)

B. Amended: ____

C. Disapproved: ____

IV. APPROVAL OF TREASURER'S QUARTERLY REPORT:

Ellen distributed the report for FY 2005, reflecting everything but June's interest and fees.

Bob suggested that the Board needs to discuss the issue of spending down trust funds. Sandy agreed but raised the point that it's difficult to discuss fiscal and other issues without the entire Board present. She urged that we make time this summer to address the spending of funds.

V. REPORT OF THE DIRECTOR:

Ellen reports that we're down to the last two warrants of the year. 96% of salaries and budget are spent.

She has made several service calls for heat pump maintenance. She raised the question as to how the Board wants to pay for heat pumps/ energy management. Depending on the quote for repair, we might pay for it out of next year's reserve. Liz asked if we could request that Fin Com pay for this. The Board will discuss the spending down of Trust Funds and heat pump issues further on an additional meeting to be posted for June 30.

Ellen is getting bids for terra cotta repair. She hopes that by the end of June we'll have these and painting contractors awarded.

She is in process of conducting interviews for a maintenance person. Meanwhile, she has worked out coverage until the post is filled.

Technical issues include working toward the new Horizon rewiring.

Ellen has been in touch with John Whitman about the customer survey draft, which we discussed tonight (see unfinished business below).

(see also Ellen's handout: V. Report of the Director 6/7)

VI. REPORT OF COMMITTEES:

None

VII. COMMUNICATIONS:

None

VIII. UNFINISHED BUSINESS:

Board voted unanimously to return 10K appropriated for garage funds to town General Fund (Bob/Liz)

Cement pad replacement will be carried forward to next budget.

Ellen reports that the wiring/telephone upgrade project is nearing completion. She wants to resume the interior painting and to attend to the rear overhang repairs.

Board feels that the wiring project has not been a cost or time savings for the library. Some of the problems have been: too many people, too large a student/supervisor ratio. The project

has gone on over two academic years. While the idea seemed appealing at first, the overall feeling now is that this project should have been handled by professionals.

We discussed the Library Satisfaction questionnaire and offered suggestions. Ellen will work with John Whitman about the next draft. Ellen will also inquire as to cost for a separate survey to assess library attitude of non-users.

IX. NEW BUSINESS:

Board discussed the matter of whether or not to elect/appoint a recording secretary for Board meetings. Ellen and Liz report that a number of town boards use someone to take minutes (at a pay rate of \$100-130 per meeting).

The issue generated lively discussion, with everyone weighing in, suggesting pros and cons. Some felt that using such a person would free up the Board member who would normally be taking notes and allow that person to take a greater part in discussions, and that using a “pro” would add legitimacy to the Board vis-à-vis other town boards. Bob believes this is a philosophical question and for various reasons thinks we should NOT use a recording secretary from outside the board. Among his points are that we’ve never used one heretofore, that it should be one of the duties of the Board to take its own minutes, and that this wasn’t a justifiable expenditure of trust funds. The matter was tabled until a future date and we agreed to consider creating a line item on the FYO 2007 budget.

The election of officers: A slate of Sandy Kelly as Chair, Liz Adams as Treasurer, and Bob Price as Secretary was nominated, discussed and approved 5-0 (Bob/Marianne)

Bob was appointed to continue as the Friends liaison. At the request of the Asst. Town Manager, several Board members expressed a willingness to attend meetings of the Comprehension Planning Process; however, we’ll wait until we learn when, where and how often this committee will meet before we formalize our intentions.

Signatories for the Safety Deposit Box will be: Sandy Kelly, Liz Adams, and Ellen Rainville. Ellen will coordinate with Sovereign Bank re the paperwork.

We reviewed the Director’s Performance Evaluation. Board members weighed in individually on issues and items they wished to highlight. Ellen expressed some disappointment and frustration with several matters—chiefly the fact that some of the responses seemed uninformed. Discussion centered on the importance of regular attendance at meetings and having access to meetings minutes. It was pointed out that three of the Board members were brand new to this evaluation process. Also, there was discussion about the level of detail on the evaluation form, which several members feel is too minutely focused. Sandy and Bob recommended that Ellen attach a letter to the final report that voices her feelings and thoughts about this year’s evaluation. The discussion of the Director’s performance and her Goals will resume at the July 11, 2005 meeting.

APPROVED JULY 11, 2005

Owing to the lateness of the hour, we agreed to postpone our review of the Board Goals until the July meeting.

X. ANNOUNCEMENTS:

XI. ADJOURNMENT:

10:10 PM

**Secretary pro tem,
David Daniel**